UNITED NATIONS

ST

Secretariat

ST/SGB/271
29 July 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: REORGANIZATION OF THE DEPARTMENT OF ADMINISTRATION AND MANAGEMENT

1. Following the approval by the General Assembly of the reorganization of the Department of Administration and Management, by its decision 48/491 of 14 July 1994, the structure of the Department will comprise the Under-Secretary-General for Administration and Management supported by three Assistant Secretaries-General for Human Resources Management; Conference and Support Services; and Programme Planning, Budget and Accounts, respectively.

2. At the highest level, the consolidated Office of the Under-Secretary-General will include the Under-Secretary-General and the three assistant secretaries-general, with supporting staff. In addition to assisting the Under-Secretary-General in overall policy-making as members of his immediate office, the three assistant secretaries-general will serve as operational managers in their respective areas.

3. The Assistant Secretary General for Human Resources Management will serve as manager for personnel administration, resource identification and planning and career management and development. Effective immediately, references to the Director of Personnel in all current administrative issuances should be considered as amended to reflect the new designation.

4. The Assistant Secretary-General for Conference and Support Services, in addition to managing conference services and support services, will carry out the function of United Nations Security Coordinator. References to the Director of General Services in all current administrative issuances should be considered as amended to reflect the new designation.

5. In that connection, the following appointments have been made, effective 15 July 1994:

(a) Mr. Denis J. HALLIDAY, Assistant Secretary-General for Human Resources Management;

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(b) Mr. Benon V. SEVAN, Assistant Secretary-General for Conference and Support Services, United Nations Security Coordinator;

(c) Mr. Yukio TAKASU, Assistant Secretary-General for Programme Planning, Budget and Accounts, Controller.

6. Bulletins ST/SGB/254 to 256, 260 and 261 are hereby superseded.

7. A revised description of the functions and organization of the Department of Administration and Management will be issued for incorporation in the Organization Manual (ST/SGB/Organization) in due course.

Boutros BOUTROS-GHALI
Secretary-General